Solar Feasibility Analysis Process for Rehabs

This guidance is geared towards HPD moderate, substantial and gut rehab projects, and for tax exemption-only projects where the scope includes a new or re-warrantied roof.

Note for New Construction: New Construction projects are not required to submit a Solar Feasibility Analysis, but are encouraged to use the tool for LL92/94 compliance, design optimization, incentive maximization, and underwriting solar savings.

STEP 1: SUBMISSION

- **The applicant (typically the architect or green consultant) submits a Solar Feasibility Analysis, including a developed roof plan, via the Solar Feasibility Analysis Intake Page.**
    - Note on submission timing: The project's Solar Feasibility Analysis should be submitted after the scope of work has been defined, including electrification and any additional equipment to be installed on the roof. This will be after the HPD Pre-Scoping meeting and 3-4 weeks before the HPD Design Consultation.
- If the project has a preliminary solar screening that was done as part of the IPNA, the architect may submit that version if it accurately reflects the project and scope at the time of the Design Consultation. Otherwise, a new Solar Feasibility Analysis should be submitted to Solar One.
    - For projects with multiple buildings, use the "Multiple Buildings" tab to enter details for each building and submit a single Solar Feasibility Analysis. Do not submit separate analyses for each building. Solar One will assist applicants in creating a consolidated Solar Feasibility Analysis.
    - The applicant should consult the owner, Solar One, or their Project Manager if they have questions about filling in any sections, such as incentives eligibility.
    - If the applicant has received a proposed design or specific details from a solar installer, such as system size and cost, they may use the "Advanced Inputs" tab to input this information.

- The applicant may request assistance from Solar One (affordable@solar1.org) to complete the Solar Feasibility Analysis. The applicant only needs, at minimum, basic information about the building and any new equipment proposed on the roof. This is strongly recommended for teams new to solar.

STEP 2: REVIEW & SIGN OFF (2 weeks)

- **Solar One completes the Solar Feasibility Analysis and sends it to the HPD PM and Sustainability:**
  - Solar One reviews the applicant's submitted information and checks for accuracy and discrepancies, including eligible incentives and costs and may reach out to the applicant for clarifications or recommend an alternative design for the applicant to consider.
- Once reviewed, the applicant and HPD PM will receive a signed Solar Approval Form noting whether solar is required, recommended (but not required), or not required, typically noting the reason.
- The signed HPD Solar Approval Form is the official record of the project. If at any point the solar design is significantly altered or deleted, a new Solar Feasibility Analysis will need to be performed and the revised Analysis will need to be submitted to HPD Sustainability for signature.

STEP 3: DESIGN & UNDERWRITING

- **For projects where solar is required, the architect will use the Solar Feasibility Analysis to develop a more detailed Preliminary Design for solar that will be used for bidding purposes.**
  - The architect is strongly encouraged to set up a meeting with Solar One, the owner, and HPD PM to address questions about solar, review the design, and discuss next steps. If needed, Solar One can work with the architect to develop a more detailed preliminary design, incorporating existing and planned roof equipment, to be included in the Bid and Construction Documents.
  - The final solar design will be developed by the selected installer after closing.

  - Architects are encouraged to consult the **"Solar for Development Teams"** and **"Solar SOW Template"** documents, which contain helpful information about designing and procuring solar.

- **If the Preliminary Design is significantly different than the signed Solar Approval Form** (e.g. different number of panels and/or different estimated production), the applicant should resubmit the Solar Feasibility Analysis, including the Preliminary Design, to Solar One to recalculate the cost and payback for budgeting and underwriting purposes.
- **HPD will underwrite the solar into the project.** HPD underwrites the contracted cost of solar into the project from the Solar Feasibility Analysis. The contracted cost is the full installation cost minus the NY-Sun incentive, since the NY-Sun incentive is typically paid directly to the solar installer. It does not include GC markup or contingency. The project can also underwrite any solar tax credits that the project can access. HPD typically assumes only the 30% base Federal ITC for rental projects. Note that HPD will also underwrite 50% of the estimated annual cost savings from solar for Preservation/Rehab projects.

STEP 4: BIDDING, COST REVIEW & CONSTRUCTION:

- **Solar bids must include the installation cost (i.e, the upfront cost of the system) and the NY-Sun incentive amount, resulting in the contracted cost (installation cost *minus* NY-Sun incentive).** The NY-Sun is typically paid to the solar installer upon completion and will be recognized as a construction source in HPD's underwriting.
- **Solar One can assist the architect/owner with the bidding process (for the solar portion only).**
  - Solar One can assist the architect in developing the solar bid package, review the solar bids and provide recommendations.
  - The solar scope must be included in the plan and cost review package.
  - Solar One is also able to assist with architect, installer and GC coordination during pre-closing, including assistance with milestone payments and the requisition formatting.

- **Solar One can assist the project team during construction, closeout and completion, if necessary.**
    - If questions or requests for change orders come up during construction, Solar One can help owners or HPD assess and/or understand the issues and/or review change orders.
    - Solar One can provide guidance to the owner and GC for procuring applicable incentives and ensure that all staff can understand and use the system monitoring.

Have questions? Contact affordable@solar1.org for free technical assistance.